

Willard School Building Committee  
Minutes of September 27, 2006

Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Willard Building Committee was held at the Hearing Room at the Town House.

Present: Frank Cannon, Dave Anderson, Jerry Wedge, Brenda Finn, Chris Whelan, Phil Benincasa, Tony Logalbo, Scott Bates, Richard Keleher, Pat Nelson, Ted Hanselman, Pat Fernandes

1. The meeting was called to order at 6PM.

2. **Approval of Minutes.** Upon a motion duly made and seconded the Committee UNANIMOUSLY VOTED to approve the Minutes of September 20, 2006.

3. **Update of Selectmen discussion and Clarification of Charge.** Co-Chair Jerry Wedge reported that he had sent a letter to the Board of Selectmen requesting clarification of the Committee Charge as voted at the previous meeting. The issue was discussed at the Joint Boards meeting of September 21, and at the Selectmen's meeting of September 25, which he attended.

After a review of the MSBA approved guidelines, Jerry Wedge now estimates that strict adherence to the MSBA timeline would lengthen the schedule the timeline of a completed project to September 2012.

Jerry Wedge reported that the Selectmen have received correspondence from Andy Cherullo, the Chief Financial Officer of MSBA that was developed with the input of MSBA staff. Copies of the letter were included in a memo from Tony Logalbo. There were several possible interpretations posed by committee members. It was agreed that interpretation of the letter was the role of the Board of Selectmen.

Jerry Wedge proposed some alternate Charge language for the Selectmen to consider. The Committee discussed the language and proposed amended language.

It was agreed that the committee was not taking a position regarding whether to comply completely with the MSBA Guidelines or to ignore them. The Committee will implement the intentions of the Board of Selectmen as Charged. Town Meeting and Ballot action in 2006 addressed only the design of a new Willard School. There was nothing in the motion of the Town Meeting vote or that of the Debt Exclusion election that stated construction would go forward in the absence of state reimbursement.

No applications for school construction will be formally or informally accepted by MSBA until July of 2007, although the regulations were approved and are operative at this time. If the Selectmen accept the proposed Charge amendment, the committee envisions undertaking the process and informing the MSBA of each step it takes and asking for comment. The Town would submit all its action steps as currently required, but do so outside of the timeline set by the MSBA regulations adopted September 6, 2006.

Upon a Motion duly made and Seconded, it was UNANIMOUSLY VOTED to submit the following language to the Selectmen for its consideration: Replace the final bullet under Section C. with the following: The project shall move forward during the State's moratorium on school building funding. Establish a MSBA liaison sub-committee to work with the Authority and to keep them informed about what is being done in the planning of the Willard Building. Add the following bullet: Descriptively document, in writing and in photographs, the state of the existing Willard Building, and review with and submit to the Massachusetts School Building Authority.

4. **Appointment of Sub-Committees and Liaisons.**

Tony Logalbo distributed a memo that he prepared for Town Manager Chris Whelan and noting that the requirements regarding hiring a project manager arise from the Massachusetts General Laws Chapter 149, as well as from MSBA requirements and those of the Department of Revenue when it comes time to take the proposed construction costs to the ballot. In addition, Mr. Logalbo anticipated a schedule that results in having an architect in place by February 2007.

An RFP Sub-Committee of Tony Logalbo, Scott Bates, Richard Keleher, and Dave Anderson will submit an RFP Draft to the Committee on Wednesday, October 4.

It was noted that MSBA regulations state that expenditures for a project manager incurred in advance of a project funding agreement will be borne entirely by the applicant town. Dave Anderson reported that he is eligible to act as project manager for the project.

In the meantime, the School Department is creating the educational specifications for the new school. Pat Nelson and Frank Cannon will be on that Sub-Committee.

Ted Hanselman agreed to take the lead on the Community Input Sub-Committee.

It was noted that Andy Berman has resigned and that the Committee will need similar technology experience.

Upon a Motion duly made and Seconded, it was UNANIMOUSLY VOTED to ask the Board of Selectmen to appoint a committee member with a technology background.

**11. Adjournment.** Upon a motion duly made and seconded, the Committee Voted to adjourn at 7:20PM

Respectfully submitted,

Ruth C. Lauer, Clerk  
Approved: October 18, 2006